

STOP PAYMENT AUTHORIZATION FORM
General Warrant or Payroll Checks
Department of the Treasury - ISSUED CHECK SERVICES
Effective March 1, 2003

****FORM MUST BE TYPED****

CONTACT TREASURY VIA EMAIL AT CHECKIT@TRS.VIRGINIA.GOV TO VERIFY STATUS OF
CHECK PRIOR TO REQUESTING THE STOP

Issued Check Services Contacts: Mary Clark, Jennifer Andrews
Manager – Debbi Seitz Debbi.Seitz@trs.virginia.gov **Phone 804-786-6774**
Email Jennifer.Andrews@trs.virginia.gov **Phone 804-225-2388**
Email Mary.Clark@trs.virginia.gov **Phone 804-371-6166**

STOP PAYMENT REQUEST FORMS MAY BE FAXED TO: 804-225-2076

REPLACEMENT CHECKS ARE ISSUED BY THE AGENCY REQUESTING THE STOP PAYMENT

Stop Requested By: _____ Date: _____
Agency Name: _____
Agency Address: _____ Agency # _____
Phone No.: _____
Email address: _____

COMPLETE THIS SECTION FOR PAYROLL – CIPPS Screens are not required

CHECK NO: _____ DATE: _____ AMOUNT: _____
PAYEE: _____

COMPLETE THIS SECTION FOR GENERAL WARRANT and Attach Supporting CARS Backup

CHECK NO: _____ DATE: _____ AMOUNT: _____
PAYEE: _____

COMPLETE THIS SECTION FOR BOTH GENERAL WARRANT AND PAYROLL REQUESTS

REASON FOR REQUEST: NEVER RECEIVED _____ LOST _____ DESTROYED _____ STOLEN _____

FISCAL OFFICER/Designee/ APPROVAL: Print Name: _____

*Signature _____ FISCAL OFFICER'S PHONE #: _____

*Original Signature must be on the Stop Payment Authorization Form filed at Treasury. This form is on Treasury's home page, www.trs.virginia.gov under the Forms tab if you need to update the one currently on file.